

JOB ANNOUNCEMENT

POSITION TITLE: Deputy Court Clerk
LOCATION: Second District Court - Ogden
STEP RANGE/SALARY: 29 - 41 /\$10.06 - \$13.92/hour (based on experience)
TYPE OF POSITION: Full-time with benefits
CLOSING DATE: July 20, 2004 at 5:00 PM

APPLICATIONS SHOULD BE DIRECTED TO:

Trudi Nelson
Dept. Of Workforce Services
480 - 27th Street
Ogden, UT 84401
(801) 626-0327 phone
(801) 394-7375 fax

DUTIES:

Under close supervision, performs legal work in preparation and processing of court cases, records and reports. Typical duties include, but are not limited to, the following:

- Preparing and issuing orders, case dispositions, and maintaining records
- Establishing and maintaining court dockets, calendaring court dates and confirming court arraignments
- Performing in-court duties such as taking minutes, running recorder, etc.
- Typing judges' correspondence, decisions, and similar documents
- Receiving payments for fines and fees and updating case records
- Performing follow-up work subsequent to court sessions

MINIMUM QUALIFICATIONS:

Graduation from high school or GED **plus** three years of: 1) higher education, or 2) clerical experience, or 3) customer service experience in an office setting, or 4) any combination of the above. Knowledge of office procedures, basic bookkeeping, grammar and spelling, keyboarding at 40 wpm and word processing skills are also required. Special consideration may be given to applicants with bilingual skills. **Preference** will go to applicants who meet the minimum requirements, however, we may choose to underfill this position by considering applicants who have not met the minimum requirements. If this occurs, the offering salary will be adjusted commensurate with qualifications.

APPLICATION INFORMATION: Applications may be obtained from Utah Dept of Workforce Services as listed above, the Administrative Office of the Courts, 450 S State, SLC, UT . Phone: (801) 578-3804 or 578-3890 or from our website at: www.utcourts.gov. **Applicants must submit verification of typing speed at 40 wpm from Dept. of Workforce Services.**

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.